

## **2016 SBA Mississippi Women in Business Champion of the Year**

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

### **What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal. For "team" nominations, a background form is required for each team member;
2. A completed nomination form (SBA Form 3301, Small Business Person of the Year) which is available through SBA district offices and the online nominations portal;
3. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For "team" nominations, a photo of each nominee or group photo is acceptable;
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.
5. Nominee's full name, title, business addresses, telephone, fax numbers, e-mail address and the award for which the nomination is being made.
6. The nominator's name, title, place of business, business address, telephone number and e-mail.
7. A one-paragraph description of the nominee's business and/or professional occupation.
8. A brief biography of the nominee, not exceeding one page.
9. A business profile, not exceeding one page.
10. Four to five additional photos from the nominee's company/organization, employees at work.